

HELPFUL INFORMATION WHEN OPENING A NEW BUSINESS

This is only a reference list of helpful websites and phone numbers.

Wisconsin One Stop Business Portal

<https://openforbusiness.wi.gov/>

This new system will assist you in registering your new business with multiple state agencies. When you have finished, your new business will be registered with the Department of Financial Institutions, the Department of Revenue and the Department of Workforce Development (if required).

The Wisconsin One Stop Business Portal is here to create an easy step-through process where Wisconsin's businesses can find the requirements and tools they need to start a business in Wisconsin.



Municipal & County Licenses may also be needed!

City of Waukesha Occupancy Permit – Community Development

<http://www.ci.waukesha.wi.us/web/quest/occupancypermit>

Every commercial business, new or existing in the City of Waukesha is required to have a valid Certificate of Occupancy specific to that business and business operator. Please contact the City of Waukesha Community Development Office located in the Waukesha City Hall at (262) 524-3530.

City of Waukesha Licenses – Clerk Treasurer’s Office

<http://www.ci.waukesha.wi.us/web/quest/clerklicense>

The Clerk Treasurer’s Office issues municipal licenses that a business may need depending on the type of business they have. Taxi cab, amusement games, dance, beer, liquor, wine, secondhand article dealer, bowling alley, tobacco, and private alarm system are some of the licenses that the Clerk Treasurer’s Office issues. Please look at the website for a complete listing or contact the Clerk Treasurer’s Office, located in the Waukesha City Hall at (262) 524-3550.

Waukesha County Restaurant License / Parks & Land Use – Environmental Health Division

<https://www.waukeshacounty.gov/restaurantlicense/>

Waukesha County issues restaurant licenses for establishments located within Waukesha County.

Helpful Phone Numbers

The Small Business Association: 1-800-435-7287

Wisconsin Women’s Business Initiative: (414) 263-5450